PRINCE EDWARD ISLAND

CIVIL SERVICE COMMISSION

1982 ANNUAL REPORT

ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

OF THE

PROVINCE

OF

PRINCE EDWARD ISLAND

FOR

1982

CONTENTS

	Page
Letter of Transmittal to the Lieutenant Governor	5
Letter of Transmittal to the Minister of Health and Social Services	7
Report of the Prince Edward Island Civil Service Commission	9
Organization Chart of the Commission	10
Introduction	11
Our Statistics at a Glance	12
General Overview:	
- Outplacement	13
- Civil Service Act	13
- Commission Policies	13
- Job Rotation	14
- Amalgamation of Branches	14
- Affirmative Action	14
- Secretarial and Clerical Classifications	15
- Job Evaluation	15
Staffing Branch	16-19
Staff Relations Branch	19-20
Staff Development & Training Branch	21-23
Personnel Administration Branch	23-24

APPENDICES:

'A' - Classification Appeal Board	25
'B' - Worker's Compensation	26
'C' - Civil Service Establishment by Department and Agency	27
'D' - Employment and Separations by Job Category and Sex Classified Civil Service	28
'E' - Training Summary by Department and Agency	29
'F' - In-Service Training Programs - 1982	30
'G' - Special Courses Conducted or Funded by Staff Development & Training Branch	31
'H' - Deaths	32

The Honourable J. A. Doiron
Lieutenant Governor of Prince Edward Island

Dear Sir:

I have the honour to transmit the Annual Report of the Civil Service Commission of Prince Edward Island for the year ending December 31, 1982.

Respectfully submitted,

Albert P. Fogarty
Minister Responsible for the Civil Service Act

The Honourable Albert P. Fogarty
Minister Responsible for the Civil Service Act
Province of Prince Edward Island
Charlottetown
Prince Edward Island

Dear Sir:

We have the honour to present to you the Annual Report of the Civil Service Commission for the year ending December 31, 1982.

Respectfully submitted,

Don G. MacCormac
Chairman

James J. Coyle
Commissioner

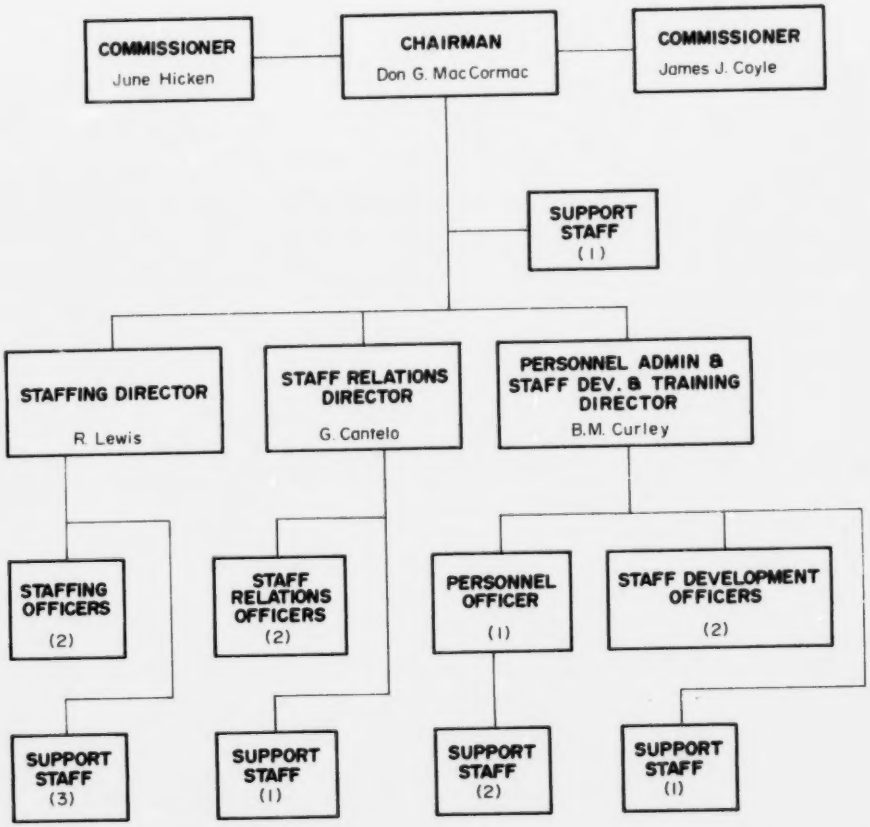
E. June Hicken

June Hicken
Commissioner

REPORT
of the
PRINCE EDWARD ISLAND
CIVIL SERVICE COMMISSION

This report covers the activities of the Civil Service Commission and its staff during the period of January 1, 1982 to December 31, 1982. It is submitted pursuant to Section 6 of the Civil Service Act.

CIVIL SERVICE COMMISSION



INTRODUCTION

The Civil Service Commission, which consists of a full-time Chairman and two part-time Commissioners, is appointed pursuant to the Civil Service Act and establishes overall policies in accordance with the Civil Service Act. The Commission receives assistance from personnel specialists and support staff. The Chairman is the Chief Executive Officer.

The Civil Service Commission is responsible for:

1. Staffing the Civil Service. (Recruitment, selection, placement, transfer, and promotion.)
2. Providing Training and Development programs for employees in the Civil Service.
3. Developing and maintaining a Classification Plan as a basis for equitable compensation of employees performing the same kind or level of work.
4. Ensuring the equitable treatment of all employees by monitoring the interpretation and administration of the Civil Service Act, Regulations, and Collective Agreement.

The Commission works to ensure that appointments to or from within the Civil Service are made in keeping with the merit principle and the Civil Service Act. Procedures have been established to ensure that citizens of Prince Edward Island have a reasonable opportunity to obtain employment at all levels of the Civil Service while affording employees an opportunity to obtain promotions and pursue a career within the Civil Service.

OUR STATISTICS AT A GLANCE . . .

	Year Ending 1981	1982
1. Classified Division		
(a) Positions on Establishment	2894	2806
(b) Employees on Payroll	2456	2298
(c) Vacant Positions	442	521
(d) Separations	157	298
(e) Appointments to Positions	147	140
(f) Promotions	34	36
2. Unclassified Division		
(a) Executive	29	28
(b) Contract	79	92
(c) Term employees (temporary, seasonal, relief)	1118	1153
(d) Total unclassified	1226	1273
3. Reviews		
(a) Classification Review Requests		
(i) to Commission	256	206
(ii) to Classification Appeal Board	16	11
(b) Grievances		
(i) to Grievance Review Board	4	3
4. Staff Development & Training		
(a) Participant Training Days	2417	2343
(b) In-Service Courses	100	112

GENERAL OVERVIEW

OUTPLACEMENT

The Commission continued its Outplacement Program to assist those persons whose jobs were discontinued in late 1981.

This program was quite successful in aiding the employees in securing employment:

Positions discontinued		161
Positions vacant at time of lay-off	38	
Reinstated by Executive Council	21	59
Employees given notice of lay-off		102
Placed with P.E.I. Government	34	
Placed in other governments or private industry	47	
Retirements	4	
Resigned, unwilling to relocate, or chose to further their education	9	
Refused assistance or elected not to seek other employment	8	
	102	

CIVIL SERVICE ACT

The Civil Service Act was proclaimed in 1963 and has received only a few amendments since that time. The advent of collective bargaining, changing personnel practices, along with excessive detail and ambiguous wording in the current Act suggests that it needs to be revised substantially. For at least the past eight years we have attempted to have a revised Act enacted.

The Commission believes that it is imperative that the Act be amended substantially in the immediate future.

COMMISSION POLICIES

With a lower turnover rate and little or no growth in Government service, many employees are seeking lateral and temporary moves to other positions as a means of developing new skills and accepting new challenges. The Commission recognized the need to provide a mechanism for this to happen and developed policies on Employee Transfer, and Secondment. These policies will provide a useful guide to both employees who are interested in a job change, and supervisors who have to approve such moves.

These policies were included in the revised Personnel Administration Manual which the Commission updated and redistributed this year.

JOB ROTATION

In an effort to increase the flexibility of commission staff, a program of Job Rotation was initiated this year. After a period of classroom instruction, two Staffing Officers were assigned to work in Classification, and a Staff Development Officer worked in Staffing. This program will continue until all officers are trained and experienced in all Commission functions.

The job rotations have been well received by the staff involved. In addition to improving the flexibility of staff to work in whatever function they are most needed, a challenge and a stimulant is provided to the employees when they have the opportunity to develop new skills.

AMALGAMATION OF BRANCHES

When the Director of the Staff Development and Training Branch resigned this year, it was decided to combine that Branch with the Personnel Administration Branch under one Director. This resulted in some reassignment of responsiblities among Branch Directors, viz. Grievance Handling was assigned to the Staff Relations Branch, and Transfers and Secondments are now the responsibility of the Staffing Branch. In addition to reducing our staff complement we expect that the reorganization will result in a more effective functioning of the Commission.

AFFIRMATIVE ACTION

In September 1981 the Prince Edward Island Advisory Council on the Status of Women recommended that "the Prince Edward Island Government implement an Affirmative Action Program within the Civil Service." The Council defines "Affirmative Action" as a comprehensive plan to analyze all employment systems such as hiring, promotion, career development, wages and benefits, with the objective of removing employment barriers to women and minorities.

The Council has been asking the Commission to follow up on this recommendation, although the decision on whether to implement a formal Affirmative Action Program rests with the Government and not with the Commission. The Commission, however, is sensitive to the needs of women and minorities and attempts to provide equality of opportunity to all.

By following the merit principle, Equal Employment Opportunities are provided to all citizens and employees. Specific steps have been taken to remove any artificial barriers to women and minorities by such action as:

- Job advertisements now contain the statement: "This position is open to both men and women."

- Sex stereotyping removed from most job titles.
- Greater value placed on volunteer or unpaid relevant work experience when considering applications for employment.
- Efforts have been made to lessen "credentialism," i.e., artifically high formal educational requirements. More emphasis is being placed on the abilities required to do the job.

As well, the Staff Development and Training Branch has offered special courses for women such as "Management Skills for Women" and "Getting Ahead."

The Commission has also taken some exploratory steps with regard to Affirmative Action:

(1) A one-day information session for Commission staff, P.S.A. representatives, and some Managers, was held to outline the basic tenets of Affirmative Action.

(2) Several information articles on Affirmative Action have been published in our newsletter *"In Your Service."*

(3) A preliminary workforce analysis to examine areas of concentration and underutilization of women is being undertaken.

SECRETARIAL AND CLERICAL CLASSIFICATIONS

A Secretarial/Clerical Advisory Committee submitted a report to the Commission last April. They examined and reported on all aspects of personnel administration regarding these positions including the hiring, testing, training, promoting, and classifying methods.

Many valid suggestions and recommendations were contained in the study. The major recommendation was that the classification and pay step system be revised substantially.

The Commission considered all the Committee's recommendations; some have been implemented and efforts are underway to implement others.

JOB EVALUATION

The job evaluation system used to classify positions in the civil service was implemented in 1970. It is known as a Grade Description method and functions reasonably well as a basis for classifying jobs in the Operational, Administrative Support, and Technical categories. However, it does not provide a satisfactory mechanism for evaluating Managerial and Professional posistions.

A pilot project of implementing the Hay System of Job Evaluation for excluded managerial employees was initiated in 1982. The study was not concluded because of the difficulties in doing a proper evaluation of a small number of positions while the

majority of jobs were evaluated by the traditional method. The impending restraint of salaries also made it unlikely that the recommendations from the study could be implemented this year.

While the pilot project was not implemented it did show the need for a better system, and the value of the Hay approach; as well, the Evaluation Committee gained an appreciation of the job evaluation process. We expect to pursue this project in the near future.

STAFFING BRANCH

The Staffing Branch of the Commission provides for the filling of vacancies by advertised competitions or other recruitment and selection procedures applied in accordance with the Act and the merit principle. All candidates are assessed against common selection criteria which are consistent with the position requirements established by the Departments and the Commission. Candidates are asked to appear for a personal interview before a Selection Board and are sometimes required to take examinations.

RECRUITMENT

The Branch is responsible for processing all applications for employment: 6196 were received in 1982.

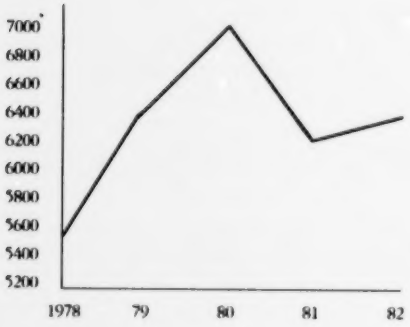
Of the applications received, 70 percent were in response to advertisements, while 30 percent were unsolicited applications.

Figure 1 indicates the number of applications received over the last five years. There was a 5 percent increase in applications received during 1982 over the previous year.

In 1982, of the 125 advertisements placed 91 (or 73%) were open competitions, while the remaining 34 (or 27%) were promotional opportunities, available only to classified civil servants. This represents an increase of 17% in promotional opportunities over the previous year.

During the year, the Branch experienced difficulty in recruiting candidates for the occupations of Senior Social Worker, Occupational Therapist, Speech Therapist, and Veterinarian Pathologist. These positions require specialized training and professional experience. Several advertisements were placed in professional journals in an effort to attract suitable candidates.

FIGURE 1
TOTAL APPLICATIONS BY YEAR



SELECTION

Twelve percent of all applications received in 1982 for advertised vacancies were deemed unqualified because of inadequate education or experience. A total of 4,936 candidates were invited to participate in selection examinations and/or oral interview boards.

Candidates who participate in competitions requiring only oral interviews are placed in three categories: Passed, Failed, or Did Not Appear. In 1982, 70 percent passed, 16 percent failed, and 14 percent did not appear.

Candidates who participate in written examinations are also placed in three categories: Passed, Failed, and Did Not Appear. In 1982, 68 percent passed, 14 percent failed, and 18 percent did not appear. Of those who appeared for written examinations, 83 percent were successful. During the year 260 people took individual clerical examinations at the Commission.

Fiqure 2 shows the number of candidates who were invited to participate before oral or written examination boards over the past five years.

FIGURE 2
ORAL INTERVIEW BOARDS

	1978	1979	1980	1981	1982
Passed	1,371	1,875	2,360	1,725	2,022
Failed	742	915	875	518	449
Did Not Appear	352	510	618	371	402
TOTAL CANDIDATES	2,465	3,300	3,853	2,614	2,873

WRITTEN EXAMINATION BOARDS

	1978	1979	1980	1981	1982
Passed	559	684	1,016	1,181	1,413
Failed	293	163	457	410	293
Did Not Appear	295	310	602	360	357
TOTAL CANDIDATES	1,147	1,157	2,075	1,951	2,063

PLACEMENT

During 1982, the Staffing Branch made 197 probationary appointments for permanent positions and 84 temporary appointments.

TRANSFERS

The Branch endeavours, wherever possible, to find compatible positions for employees seeking a change in their work environement. During 1982, 37 requests for transfers were received from classified civil servants: 9 of these transfers were implemented.

GENERAL

The Staffing Branch continued its policy of conducting Selection Boards at a Government Office or Regional Service Centre in the area where the vacant position is located.

Training sessions were held on the Selection Process. These sessions are available to employees in the Administrative Support category and are aimed at explaining promotional opportunities.

A course titled, "The Employment Interview: How to Succeed," was held on four occasions in conjunction with the Staff Development and Training Branch. The course is designed to assist employees by explaining the selection process and providing practice interviews. Sixty-one employees attended.

Again this year, the Branch was represented on the Service Sector Sub-Committee, responsible for providing the Joint Federal-Provincial Manpower Needs Committee with suggestions regarding training needs in the services sector.

A representative of the Branch served on the Holland College Office Studies Advisory Committee. This Committee reviews and determines needs for training and makes recommendations for new and ongoing programs.

MARITIME REGIONAL ACTIVITIES

The Directors of Staffing, on behalf of the Chairmen of the three Maritime Civil Service Commissions, continue to meet twice yearly as an Appointments Review Committee to audit all Council of Maritime Premiers staffing actions. In addition, the Directors were delegated responsibility for the hearing of all employee appeals.

STAFF RELATIONS BRANCH

CLASSIFICATION

One of the Commission's responsibilities is to classify positions in the civil service, and maintain a classification plan for these positions. Because of the dynamics of government programs and services, positions are subject to having their duties and responsibilities changed. In accordance with the changes, the Commission is required to constantly review the classification of affected positions.

During the year, the Commission studied and issued decisions on the classification level of 251 positions. Ninety of these were confirmed at their present level, 8 had a change to their position title only, 147 were upgraded because of increases in responsibilities, and 6 were downgraded.

A special study of the positions in the Forestry Branch of the Department of Agriculture and Forestry was carried out following the reorganization. This study resulted in a re-alignment of the position to reflect the decentralization of the program delivery systems.

The Commission initiated the practise of reviewing positions to determine the validity of the classification before staffing action begins.

During the year, departments submitted 207 requests to create positions in the classified service. These proposed positions had to be classified before they were submitted to Treasury Board for consideration. The majority of the proposed positions were to replace long-term temporary positions and to replace full-time positions with part-time positions.

CLASSIFICATION APPEALS

A Classification Appeal Board is established under the Civil Service Act to hear appeals against a decision of the Commission with regard to a position's allocation in the classification plan. Either the Employing Authority or a permanent employee may appeal. The decision is binding on the Commission, the Employing Authority, and the employee.

During the year, the Board heard seven appeals; two were granted and the Commission's decision was upheld on five.

COMPENSATION

Staff of the Commission and the Public Service Association carried out an extensive pay and benefits survey, for use by the negotiating committees to determine the relationship of government pay rates and benefits to those outside the service. Where there are no valid comparisons within the province, the Commission obtained information on these classifications from Nova Scotia and New Brunswick. The majority of these classifications are in the Administrative, Professional, and Technical Categories, as they are occupations not usually found in the private sector locally.

Surveys of local employers are carried out for these classifications where good comparisons can be obtained. These are generally in the Operational and Administrative Support Cateogories. The survey also includes other employers that are funded by the Province, such as hospitals, the school system, Holland College, and the University.

A library of information is maintained on classification plans, salaries and benefits in effect in other public jurisdictions across Canada. Staff are also involved in co-operative surveys with these jurisdictions and each jurisdiction informs the others when revisions to legislation, classification, or collective agreements occur.

A committee from the four Atlantic Provinces maintains a manual of salaries and benefits for a variety of benchmark classifications. The Commission hosted this year's meeting in November.

At the request of the First Ministers' Conference, the Commission continued to participate in the maintenance of a benchmark classification manual for posistions common to all jurisdictions. This manual indicates each jurisdiction's salary position on a variety of standard occupations.

NEGOTIATIONS

Two members of the Commission staff participated on behalf of Treasury Board in negotiating a collective agreement with the P.E.I. Public Service Association. An agreement, for the fiscal years 1982-1984, was reached with the assistance of a conciliation officer. The agreement was ratified by both parties and signed on the seventeenth of June, 1982.

SECONDMENTS

In keeping with a policy to provide employees with different work experiences which will result in job enrichment and a saving in labour costs, a Staff Relations Officer was seconded to the Department of Community and Cultural Affairs for the year. A Staffing Officer from within the Commission was seconded to the Staff Relations Branch for six months.

STAFF DEVELOPMENT AND TRAINING BRANCH

AIMS AND OBJECTIVES

The Mandate of the Staff Development & Training Branch is to assist Departments and employees improve the efficiency and effectiveness by which Government services are provided.

The major objectives of the Branch are:

(a) to provide appropiate staff development and training programs for the efficient and effective operations of the civil service.

(b) to assist departments in planning, implementing and assessing organizational change.

TRENDS

There has been a significant increase in the number of participants applying for our in-service courses. This has necessitated the offering of several additional courses, and repeat offerings of the more popular courses.

COURSE LOCATIONS

While the Training Centre for the Branch is located in Charlottetown, the Branch conducted 14 courses throughout the province in an effort to meet the needs of employees in different geographical areas.

SEMINAR LEADERS

To reduce costs and take advantage of expertise within government, the Branch is increasing the utilization of Departmental staff to conduct in-service programs. This year they conducted:

- Management Skill for First-Line Nursing Leaders
- Assertiveness Training
- Interviewing for Information
- Evidence Giving
- Stress Management
- Computer Concepts
- Budget & Financial Control
- Accounting Basics for Government.

PROGRAM DISCONTINUATION

As a result of recent budget restraints, the Branch had to discontinue funding for three programs: Course Subsidization, Educational Leave, and the Administrative Trainee program.

NEW COURSE OFFERINGS

This year the Branch offered eleven (11) new courses:

- Accounting Basics in Government
- Affirmative Action
- Budget & Financial Control
- Computer Concepts
- Coping with Stress
- Creative Thinking On-The-Job
- Improving Unit Productivity Through Management Performance
- Job Analysis & Evaluation
- Management Skills for Women
- Project Planning
- Work Simplification in the Office

SENIOR MANAGEMENT COURSES

Three workshops for the Senior Management group were conducted:

- Budget & Financial Control
- Creative Thinking On-The-Job
- Improving Unit Productivity Through Management Performance

PUBLIC ADMINISTRATION PROGRAM

This program, offered through the extension Department of the University of Prince Edward Island, has seventy-nine (79) government employees enrolled.

Thirteen (13) employees received Certificates and six (6) received Diplomas in 1982, bringing the total number of graduates since 1974 to forty-two (42).

LIQUOR CONTROL COMMISSION MANAGER PROGRAM

Twelve liquor store employees successfully completed the Manager Trainee Program conducted by the Branch. The program follows the dacum approach to training with some ninety-two (92) skill areas requiring a satisfactory rating, and is provided to selected clerical staff who are interested in training to become store managers.

TUITION REIMBURSEMENT

259 employees took advantage of the Commission's program of financial assistance to take educational courses on their own time. Successful completion of an approved course entitles the employee to 75% reimbursement of the tuition fee.

SPECIAL COURSES

In addition to our regularly scheduled courses, we responded to over 30 requests to offer courses designed to meet particular training needs (Appendix G).

PERSONNEL ADMINISTRATION BRANCH

The purpose of the Personnel Administration Branch is to ensure that employees receive fair and equitable treatment. This is carried out through a centralized administration and interpretation of the Civil Service Act, Regulations, and the Collective Agreement. Staff of the Branch act as a resource to Departments and Agencies, providing assistance and advice on personnel matters. In addition, all leave requests and payroll transactions are monitored to ensure compliance with policy.

GRIEVANCES

The Civil Service Act provides a means of resolving differences between employees and their employer. An employee may process a grievance when it is believed that the employer has violated a provision of the Act, Regulations, or the Collective Agreement. Departments and Agencies covered by the Collective Agreement have established formal grievance procedures and if a grievance is not settled within the organization, it may be heard by the Grievance Review Board. The decision of the Board is binding on the parties. Three grievances were referred to the Board in 1982.

WORKER'S COMPENSATION

The Branch is responsible for coordinating the Worker's Compensation Program for the Government as an employer. During this year, 182 claims for injury on duty were approved under the Worker's Compensation Act (Appendix B).

ALCOHOLISM REHABILITATION

The Commission is responsible for the administration of the Alcoholism Rehabilitation Program. Seventy-four (74) employees were involved in the Program during 1982.

DISCIPLINE

While discipline is the responsibility of the Deputy Head, the Commission monitors such action to ensure that it is administered consistently within the Civil Service. Disciplinary action in the form of written reprimands and suspensions occurred in thirteen (13) cases.

LEAVE

The Human Resource Information System now provides the user Departments with up-to-date information on their establishment, employees by types, and individual employee records. The System has been expanded to provide an Employee Leave Summary Report. This report will provide a monthly overview of the Departmental use and cost of sick leave and special leave.

PERSONNEL MANUAL

The second edition of the Personnel Administrative Manual has been completed to replace the 1974 edition. The revised manual contains up-to-date personnel policies and procedures and provides more concise and complete information.

* * * * *

The Civil Service Establishment of the classified and unclassified divisions at December 31st, 1982, is shown in Appendix C.

APPENDIX "A"

	Classification Appeal Board	Grievance Review Board
Chairman	Mrs. Cathy Carmody	Vacant
Alternate Chairman	Mr. E. W. Lawlor	Mr. L. W. Brammer
Members	Mr. Wm. Bustard	Ms. T. R. Cameron
	Mr. G. D. MacRae	Mr. W. W. Reid
Alternate Members	Ms. E. B. MacLeod	Ms. M. L. Hanscombe
	Mr. T. W. Doyle	Mr. M. B. Fitzpatrick

WORKER'S COMPENSATION
January 1, 1982 to December 31, 1982

INJURY ON DUTY CLAIMS

DEPARTMENT	Claims	Days Claimed
Agriculture	1	5
Community & Cultural Affairs	1	2
Education	4	38.5
Energy & Forestry	18	112
Finance & Tourism	1	2
Health & Social Services	84	1,039.5
Housing Corporation	1	1
Justice	2	59.5
Labour	1	1
Land Development Corporation	1	47.5
Liquor Control Commission	4	48.75
Public Utilities Commission	1	2.5
Transportation & Public Works	63	694.25
TOTAL	182	2,053.5

COSTS

Administration	$ 29,412.70
Compensation	55,643,94
Injury on Duty	123,760.87
Lump Sum	1,500.00
Medical Aid	60,088.56
Pension	53,133,92
TOTAL	$323,539.99

LENGTH OF CLAIMS

Number of Days Claimed	Number of Claims
1	31
2	22
3	17
4	15
5	11
6-9	35
10-19	25
20-49	18
50-99	6
100-	2
TOTAL	182

COST OF CLAIMS

Cost	Number of Claims
$ 0 - $ 99	31
$ 100 - $ 199	33
$ 200 - $ 299	27
$ 300 - $ 399	23
$ 400 - $ 499	9
$ 500 - $ 999	33
$1,000 - $1,999	14
$2,000 - $2,999	4
$3,000 - $3,999	3
$4,000 -	5
TOTAL	182

CIVIL SERVICE ESTABLISHMENT

DEPARTMENT/AGENCY	CLASSIFIED SERVICE						UNCLASSIFIED SERVICE		TOTAL EMPLOYEES	
	POSITIONS		EMPLOYEES		POSITIONS VACANT		EMPLOYEES			
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Agriculture	171	2	112	3	58		44	1	156	4
Community & Cultural Affairs	118	1	97	2	26		27	1	124	3
Education	71	2	66	2	6		24	333	90	35
Energy & Forestry	40		41		6		26		67	
Finance & Tourism	162		151		12		18	2	169	2
Fisheries & Industry	42		17		25		13		30	
Health & Social Services	1,139	51	868	72	243	7	308	135	1,176	207
Justice & Attorney General	132	2	119	2	13		32	1	151	3
Labour	33		32		2		4		36	
Transportation & Public Works	491		425		66		502	1	927	1
Auditor General's Office	19		17		2		2		19	
Civil Service Commission	22	1	14	2	5		4		18	2
Energy Corporation	1		1		0		2		3	
Executive Council	8		5		4		15		20	
Hospital & Health Services Commissions	69		66		3		2		68	
Housing Corporation	56		40		13		9		49	
Land Development Corporation	14		7		7		1		8	
Land Use Commission	1		1				2		3	
Lending Authority	18		16		2		4		20	
Liquor Control Commission	101		87		14		52		139	
Milk Commission	3		2		1		1		3	
Policy & Priorities Board	5		3		3		2		5	
Public Utilities Commission	7		6		1		1		7	
Treasury Board	9		7	2	0		2		9	2
Worker's Compensation Board	15		13		2		2		15	
TOTAL	2,747	59	*2,213	85	514	7	1,099	174	3,312	259

* Figure includes 13 supernumery employees

APPENDIX "D"

EMPLOYMENT AND SEPARATIONS BY JOB CATEGORY AND SEX

CLASSIFIED CIVIL SERVICE

CATEGORY	Positions	Employees		Vacancies	Separations									
					Retirements		Resignations		Lay-Offs		Dismissals		Deaths	
		M	F		M	F	M	F	M	F	M	F	M	F
1. Administrative	520	334	126	62	4	1	13	10	1				2	
2. Administrative Support	478	41	364	73	1	2	1	27		9				1
3. Operational	1138	429	493	221	13	7	25	35	3			3	3	
4. Professional	428	137	187	106	2	1	22	42	14					
5. Technical	242	149	38	59	1		10	39	4	2				
	2806	1090	1208	521	21	11	71	153	22	11	0	3	5	1

APPENDIX "E"

STAFF DEVELOPMENT & TRAINING

TRAINING SUMMARY 1982

PARTICIPATION BY DEPARTMENT/AGENCIES

DEPARTMENT AND/OR AGENCY	In-Service Training	Educational Leave	Tuition Reimbursement
Agriculture & Forestry	26		12
Auditor General	2		29
Civil Service Commission	43		10
Community Affairs	133		8
Education	44		10
Executive Council			
Finance	72		24
Fisheries	5		
Health & Social Services	449		118
Highways & Public Works	79		10
Hospital & Health Services Commission	6		6
Housing Corporation	37		2
Justice & Attorney General	31		15
Labour	27		2
Lending Authority			8
Land Development Corporation			1
Liquor Control Commission	33	1	1
Market Development Centre	1		
Policy & Priorities Board			
Tourism, Industry & Energy	17		
Treasury Board	2		
Addiction Services	12		
Grain Elevator Corporation			
Holland College	7		
Industrial Enterprises Inc.			
General Hospitals	17		
Workers' Compensation Board	8		
Energy Corporation	1		
Other	61		
TOTAL	1,113	1	259

IN-SERVICE TRAINING PROGRAMS - 1982

COURSES	No. of Courses	No. of Participants	Duration	Participant Training Days
Accounting Basics for Government	1	13	3	39
Affirmative Action Session	1	18	1	18
Assertiveness Skills for the Workplace	4	48	1	48
Budget & Financial Control	2	42	1	42
Computer Concepts	3	46	4	138
Coping with Stress	4	81	2	162
Creative Thinking On-the-Job	2	38	2	76
Discipline: A Management Skill	1	10	2	20
Effective Leadership Styles	3	33	1	33
Employment Interviews: How to Succeed	3	30	1	30
English Grammar Review	3	36	2	72
Evidence Giving & Court Procedure	1	12	2	24
French Language Training	1	6	3.5	20
Gathering Information Through Interviews (Part 2)	1	10	1	10
Gregg Shorthand	1	15	1	15
Human Relations	1	12	3	36
Improving Unit Productivity Through Management	1	10	2	20
Instructional Techniques	1	12	3	36
Interacting with the Public	6	80	1	80
Job Analysis & Evaluation Workshop	1	14	4	56
Know Your Collective Agreement	1	158	0.5	79
Management Skills for First-Line Nursing Leaders	2	27	2	54
Follow-up	1	11	1	22
Management Skills for Women	1	34	2	68
Methods for Conducting On-the-Job Training	1	15	2	30
Motivating Employees to Achieve	3	36	1	36
Operating Audio-Visual Equipment	1	12	1	12
Organizing Your Work	2	22	1	22
Orientation	2	25	1	25
Planning - Follow-up	1	13	0.5	6.5
Performance Appraisal: Interviewing Skills	2	17	2	34
Pre-Retirement Planning	3	31	2	62
Project Planning	3	29	2	58
Punctuatiion	1	13	2	26
Senior Secretarial/Clerical Seminar	1	25	2	50
Stepping up to Supervisor	2	17	1.5	25.5
Work Simplification in the Office	1	10	50	
Writing Effective Letters & Memos	1	11	1	11
TOTAL	72	1,097	72	1,671

SPECIAL COURSES CONDUCTED OR FUNDED BY STAFF DEVELOPMENT & TRAINING BRANCH

COURSES	No. of Courses	No. of Participants	Duration	Participant Training Days
Alcohol & Other Drugs - Montague	1	7	0.5	3.5
- Summerside	1	8	0.5	4.5
- Souris	1	8	0.5	4.5
- Charlottetown	1	14	0.5	7
Approaches to Stroke Rehabilitation (Rehab)	1	15	1	15
Assertiveness (Nursing Attendants)	1	12	0.5	6
Assertiveness Training (Health & Social Services)	1	16	0.5	8
Biofeedback Course (Physiotherapists-Rehab)	1	8	1	8
Canvassing Techniques (United Way)	2	90	0.5	45
Clarification of Roles (Central School for Nursing Assistants)	1	6	1	6
Computer Concepts (Hospital & Health Services Commissions)	1	41	0.5	20.5
Communication Workshop (Community Hygiene)	1	90	0.5	45
Counselling (Alcohol & Drug Problems Institute Inc.)	2	66	1	66
English Grammar Review (Highway Safety)	1	12	1	12
Instructional Techniques (Public Health Nursing)	1	10	3	30
Interacting with the Public (Agriculture & Forestry)	1	24	0.5	
Interacting with the Public (Prince County Hospital)	1	16	1	16
Key Concepts in Supervision (Prince County Hospital)	1	30	2	60
Library Workshop (Education)	1	44	1	4
Managing Stress (O'Leary Regional Services Centre)	1	3	1	3
Marketing CPR (Canadian Heart Foundation)	1	10	1	10
Mental Health Workshop-Short Term Therapy (Community Mental Health)	1	63	2	126
Motivating Volunteers (Speech Therapists)	1	9	0.5	4.5
Performance Appraisal (Beach Grove)	1	7	0.5	3.5
Performance Appraisal Briefing (Central School for Nursing Assistants)	1	7	0.5	3.5
Performance Appraisal (Provincial Home)	1	10	0.5	12
Press & Broadcast Workshop (Agriculture)	1	39	2	78
Punctuation (O'Leary)	1	8	1	8
Summer Sessions	9	32	noon	6
Windbreak Programs (Agriculture & Forestry)	1	24	0.5	12
TOTAL	40	729	26.5	672.5

DEATHS

The Commission recognizes the service and contribution of the following employees who died in 1982. We join their fellow employees in extending our sympathy to their families.

Freeland Dockendorff - Department of Health & Social Services
Louis Doyle - Liquor Control Commission
Marina Hennessey - Department of Health & Social Services
Albert Johnson - Department of Transportation & Public Works
Emile Lynk - Department of Transportation & Public Works
Chester VanIderstine - Department of Health & Social Services